

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: POLICE

AGENDA DATE: May 5th, 2009

CONTACT PERSON/PHONE: Assistant Chief Eric Shelton / 564-7309
Griselda T. Martinez

DISTRICT(S) AFFECTED: Citywide

SUBJECT:

The City Manager be authorized to sign and submit any grant related documents to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS), including all understandings and assurances contained therein, as well as apply for, accept, reject, alter or terminate the grant, in the amount of \$233,606.01 with a cash match of a total of \$233,606.01. Total project cost is \$467,212.02.

BACKGROUND / DISCUSSION:

The purpose of this grant is to continue the El Paso Police Department's School Emergency Preparedness and Student Teen Emergency Preparedness Programs. The grant money will cover civilian personnel salaries and fringe benefits, equipment/technology, travel, training, office supplies, and promotional supplies related to these programs.

The granting agency requires a resolution of Mayor and City Council.

PRIOR COUNCIL ACTION:

No.

AMOUNT AND SOURCE OF FUNDING:

A cash match is required in the amount of \$233,606.01 from General Fund for the Police Department.

BOARD/COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: _____
(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. That the El Paso City Council approves submission of the grant application to the U.S. Department of Justice, Office of Community Oriented Policing Services (“COPS”) for the El Paso Police Department’s School Emergency Preparedness and Student Teen Emergency Preparedness Programs.
2. The City Manager be authorized to sign the grant application including all understandings and assurances contained therein, as well as apply for, accept, reject, alter or terminate the grant in the amount of TWO HUNDRED THIRTY THREE THOUSAND SIX HUNDRED AND SIX 01/100 DOLLARS (\$233,606.01) from the El Paso Police Department, on behalf of the School Emergency Preparedness and Student Teen Emergency Preparedness Programs, to COPS for the purpose of continuing the El Paso Police Department’s School Emergency Preparedness and Student Teen Emergency Preparedness Programs.
3. The City of El Paso agrees to provide a cash match in the amount of TWO HUNDRED THIRTY THREE THOUSAND SIX HUNDRED AND SIX 01/100 DOLLARS (\$233,606.01).
4. The El Paso City Council agrees that the existence of an award will not be used to offset or decrease total salaries, expenses and allowances that the City of El Paso receives or provides to its police department at or after the time the grant is awarded.

ADOPTED this 5th day of May 2009.

CITY OF EL PASO

John Cook, Mayor

ATTEST:

Richarda Duffy Momsen, City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

Jennifer Callan
Assistant City Attorney

Greg Allen
Chief of Police

GRANT INFORMATION APPLICATION FORM (GIAF)

Departments applying for a grant are requested to complete and submit this form, electronically or in person, to applicable individuals listed below. Department Director must certify cash match availability, when required, prior to pursuing grant proposal. **PRIOR AUTHORIZATION IS NOT REQUIRED FOR DEPARTMENTS TO APPLY FOR A GRANT. Grant applications under \$25,000 do not require City Manager's signature unless specified by funding agency or if application is to a federal agency.**

1. DEPARTMENT (Grant Applicant/Contact Person) Name: Griselda T. Martinez Title: Grant Planner Phone: (915) 564-7119 Fax No. (915) 564-7177	2. GRANT DATA Grant Title: COPS Secure our Schools Funding Agency: U.S. Department of Justice, COPS Due Date: 05/08/09 Requires Mayor or City Manager's Signature? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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3. FINANCIAL DATA Amount of Funding Request: \$ 233,606.01 Amount of Matching Funds: \$ 233,606.01 Amount of In-kind: \$ 0.00 Total Project Amount: \$ 467,212.02	4. GRANT CLASSIFICATION <input checked="" type="checkbox"/> Competitive (award based on competition among eligible Applicants) <input type="checkbox"/> Entitlement (a set of funds determined under a formula grant) <input type="checkbox"/> Continuation (on-going funding from existing funding agency) <input type="checkbox"/> Other:
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5. Cash Match Certification Department Director certified cash match availability: Account No. for Matching Funds: 21010050-506000-01101	Yes <input type="checkbox"/> None required <input checked="" type="checkbox"/> Grant allows for operating/administrative costs: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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Brief description of grant:

This grant application is requesting a total amount of \$233,606.01 to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) for a two-year program for the School Emergency Preparedness Program and Student Teen Emergency Preparedness Program. The total amount requested will cover civilian personnel salaries and fringe benefits, equipment/technology, travel and training, office supplies, and promotional supplies. The goal of this program is to develop and implement a law enforcement partnership program that will focus on school based emergency management and preparedness.

Required Signatures

(Sign #s 1 – 5 if grant is over \$25,000 or requires city manager, top elected official or council approval. Sign #s 1 – 2 only if grant is under \$25,000 and not a federal grant).

1.	4-30-09 Date
2. Financial Services - Grants Services Division	4/30/09 Date
3. Legal Department (skip if not required)	4-30-09 Date
4. Deputy City Manager (in the absence of City Manager and if required)	Date
5. City Manager (skip if not required)	Date

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S E R V I C E S O L U T I O N S S U C C E S S



TO: Laura F. Garcia
FROM: Griselda T. Martinez
RE: COPS Secure Our Schools FY2010
DATE: April 27, 2009

Grant Foundation: COPS Secure Our Schools FY 2010

Grant Request Amount: \$233,606.01

Cash match: \$233,606.01

Summary:

This grant application is requesting a total amount of \$233,606.01 to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) for a two-year program with a cash match of \$233,606.01^{6M} for the School Emergency Preparedness Program and Student Teen Emergency Preparedness Program. The total amount requested will cover civilian personnel salaries and fringe benefits, equipment/technology, travel and training, office supplies, and promotional supplies. The goal of this program is to develop and implement a law enforcement partnership program that will focus on school based emergency management and preparedness.

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susannah M. Byrd

District 3
Emma Acosta

District 4
Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson

Chief of Police
Gregory K. Allen



Agency Name: City of El Paso Police Department

Point of Contact Name: Lt. Tom Whitten

Point of Contact Phone Number: (915) 564-7037

Award Amount: \$ 467,212.02

Cash Match: \$ 233,606.01

The El Paso Police Department is requesting funding to develop and implement a law enforcement partnership program that will focus on school based emergency management and preparedness. The program is a collaboration of El Paso public and private schools, college and universities, and public safety agencies such as the Texas Department of Public Safety, the City/County Office of Emergency Management and various other partnering agencies. El Paso City/County school personnel have demonstrated an interest in requesting assistance from EPPD for training services on emergency management. After recent active shooter incidents across the nation schools requests for assistance in improving emergency preparedness training on emergency management from EPPD has increased. The proposed program will provide schools with the needed services that will help meet "Texas mandate Ch.37 Section 108. Overall, it will train school personnel on the vital proactive measures and skills that will enhance the safety and security of schools. Services include emergency preparedness and response training, assistance with development/update of emergency operation plans, safety/security audits, functional exercises, and presentations for students. The emergency preparedness training will cover emergency response procedures for multi-hazard emergencies. Training school personnel is an essential component that will focus on training all school personnel and students. Providing school personnel with the necessary tools to respond appropriately during an

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emergency includes the following important phases; mitigation, preparedness, response and recovery. To facilitate these phases the training will enable school personnel to identify indicators and behaviors of students that may lead to school violence and juvenile delinquency. The program will assist schools with presentations to educate parents and community members on guidelines that will help them to understand school emergency responses. Students will participate in presentations on bullying, self-esteem and emergency preparedness. The effectiveness of school emergency operations plans will be tested by conducting functional exercises that will include first responders' participation coordinated by this much needed program.

The collaboration of partner agencies is essential in making this endeavor successful. Law Enforcement personnel will be trained annually on school emergency procedures and will participate in school functional exercises. The program will form and maintain a coalition of emergency agencies by participating in public safety agencies ad-hoc emergency preparedness committees.

Requested funding will make it possible to provide needed services on emergency preparedness including; training materials, program personnel training, technological equipment, and promotional emergency materials.

School Based Emergency Preparedness Program FY 2010
Project Description (Narrative)

A. Problem Identification

Local school districts and higher education institutions are faced with lack of programs that offer services on school based emergency preparedness. El Paso, Texas schools have most recently experienced mimics of “Active Shooters” on school grounds, school stabbings, incidents of domestic violence and presently due to the Border Violence across the Mexican border schools have come forward and expressed their concern for lack or preparedness training to El Paso Police Department. These man-made incidents are not the only incidents schools and first responders should prepare for, El Paso has also experienced “Storm 2006” which caused severe flooding across the city and loss of properties. Therefore, school based emergency preparedness training for school personnel, students and parents, in conjunction with coordination of drills and mock exercises, safety and security audits, awareness presentations to students is essential in the four phases of emergency management in schools.

B. Project Goals & Objectives

The mission of this initiative program is to establish solid partnerships between first responders and school districts to work towards safe and secure schools. Various trainings will be offered to school personnel, students and parents on emergency preparedness. Teamwork is essential, if schools are prepared for emergencies and first responders are aware of their plans the preservation of life is higher. All school districts in the City/County of El Paso will have access to these free services provided by El Paso Police Department.

C. Partnerships

Local school districts and higher education institutions in the City/County of El Paso rely on El Paso Police Department to work in partnerships towards improving emergency preparedness. This initiative will continue to work towards improving and maintaining partnerships with all seven school districts and will develop and maintain partnerships with El Paso City/County Office of Emergency Management, City/County Health Department, Texas Dept. of Public Safety Emergency Management Division, Texas School Safety Center, El Paso Fire Department and El Paso Sherriff’s Department.

D. Community Policing Strategies

The El Paso Police Department School Based Emergency Preparedness Program will help reduce juvenile delinquency and improve school security by developing a resourceful emergency preparedness program that will provide training, exercises, audits and community awareness presentations to schools. The program will assist schools to meet Texas Education Code Ch. 37 §108 mandate. Training will be scheduled as requested by schools to include annual training updates. Training will provide school personnel with the basic knowledge that consist of emergency management phases such as mitigation, preparedness, response and recovery to prepare from the effects of any hazard. The training will also assist school emergency management teams with emergency planning tools and resources to devise preventive measures to enhance security that will contribute to the reduction of juvenile delinquency. Additionally, training will be developed on “Red Flags” identifiers of possible juvenile criminal activity and misconduct. The program will assist schools to practice and test emergency plans through functional mock exercises and drills. This will include working in conjunction with several first responding agencies, giving schools feedback necessary to

improve security. EPPD School Emergency Preparedness Program in partnership with school districts will assist with safety/security assessments, identifying and providing feedback to schools to help improve security. The program will develop an emergency awareness presentation for parents and community members on guidelines that will help them to understand school emergency responses. Overall, the program will enhance communication with schools and first responders and improve public and school safety.

E. Implementation Plan

Timeline 2010 – 2011

Month 1	Introduce program to ad-hoc committees and school districts by attending district EOP committee meetings. Fulfill district requirements to establish a solid partnership with school districts.
Month 2	Create database to track program progress and statistics.
Month 3	Order needed equipment and materials to initiate program services.
Month 4	Research and develop training materials and presentations.
Month 5	Identify district liaisons within three school districts in El Paso County and initiation training presentations.
Month 6	Initiate course of action for security audits.
Month 7	Attend the Olweus Bullying Prevention Program train the trainer.
Month 8	Commence student emergency preparedness and bullying presentations.
Month 9	Commence parent school emergency awareness presentations.
Month 10	Continue to offer training presentations and exercise drills to evaluate emergency procedures at trained schools.
Month 11	Attend the Texas School Safety Center School Administrator Conference
Month 12	Establish contact and identify district liaisons within three additional school districts in El Paso County.
Month 13	Will have planned and executed two large-scale mock exercises.
Month 14	Will have identified district liaisons for all El Paso County school districts.
Month 15	Attend the Texas Homeland Security Conference.
Month 16	Will host workshop for school staff and students.
Month 17	Conduct assessment to measure the effectiveness of the Olweus Bullying Prevention Program.
Month 18	Attend the Texas School Safety Center School-Based Law Enforcement Conference
Month 19	Assist schools districts with revisions and updates to their Emergency Operations Plans.
Month 20	Conduct training presentations for faculty and staff during staff development days prior to the beginning of the school year.
Month 21	Continue to offer student and parent presentations.
Month 22	Will have planned and executed two additional large-scale mock exercises.
Month 23	Generate accountability statistics
Month 24	Close grant requirement / all grant objectives met.

F. School Safety Assessment Assurance or Assessment Plan

Not Applicable



Budget Narrative

Civilian Personnel

Total Cost: \$ 438,051.26

Item	First Year Total	Second Year Total	Per Item Subtotal
1 Program Director	\$ 60,154.17	\$ 60,154.17	\$ 120,308.34
3 Program Coordinators	\$ 158,871.46	\$ 158,871.46	\$ 317,742.92
Subtotal			\$ 438,051.26

One civilian program director and three civilian program coordinators will be contracted to provide training and assistance to partner schools throughout the City/County of El Paso. Program Director candidates must possess Masters Degree; Program Coordinator candidates must possess a Bachelors / Masters preferred and must possess the following certifications: NIMS Certified, TCLEOSE Certified, CISM Certified, Multi-Hazards in School Safety Audit Certification, and must meet County School District clearance policies and procedures. Qualifications must include three or more years of experience in an educational setting, knowledge of Texas Schools Safety Policies and Procedures and must have demonstrated experience in development of EOP's / coordination of functional training exercises within educational institutions. Civilian contract employees' fringe benefits are outlined in Budget Detail Worksheet.

Travel / Training

Total Cost: \$ 12,926.18

Program Director and Program Coordinators need to continuously receive updated training in order to provide most recent information when training school personnel on emergency preparedness. Training necessary includes Train the Trainer certification in Emergency Operations Planning and Development, Texas Homeland Security Conference, School Based Law Enforcement Conference and Texas School Administrator Safety Conference. These training conferences are offered out of town and are subject to change.

Supplies

Total Cost: \$ 4,899.28

Materials requested under supplies budget will be used to perform general office duties that will facilitate program objectives. Office supplies such as printer ink and laser cards will be used by civilian staff to perform everyday duties and common program responsibilities. Requested batteries will be used for radios that will be utilized for functional exercises.

Equipment/Technology

Total Cost: \$ 3,450.00

Si600 Wireless Presenter with Laser Pointer

The El Paso Police Department will purchase wireless presenter laser pointers to be used during training presentations. The wireless presenter laser pointers will allow presenters the mobility and accessibility needed to fully deliver training objectives and the ability to address trainees in a timely and prompt manner.

Projector Replacement Lamps

The El Paso Police Department will purchase projector replacement lamps to replace projector lamps during the course of the grant. The estimated life of the projector lamps is of 2000 hours. The estimated number of training presentations will exceed the life of the projector lamps. The School Based Emergency Preparedness Program will serve more than seven districts and will demand the excessive usage of technological equipment such as the projectors.

DVI-D Dual Link Video Cable

The El Paso Police Department will purchase DVI-D Dual Link Video Cables. The School Based Emergency Preparedness Program will serve more than seven districts and will demand the excessive usage of technological equipment such as the projectors and computers. It is essential for program coordinators to have functional equipment throughout the course of the grant. The wear and tear of cables throughout the life of the grant will require the replacement of the equipment.

Motorola Two-Way Radios 18 Mile

The El Paso Police Department will purchase Motorola Two-Way Radios that will be used for both large-scale mock exercises and small-scale exercise drills. Communication is a key component in the execution exercise drills. The exercise drills are a vital part of assisting schools with the needed practice to test and evaluate school personnel response to an emergency. Program teams will use the radios to report and ensure the safety of all participants throughout the duration of the drills.

Other Costs/Promotional Items

Total Cost: \$7,885.30

Promotional items will be used in the promotion and implementation of the School Based Emergency Program. Items such as the Emergency Procedure Cards and the whistles will be provided to the school's emergency management teams in order to meet Senate Bill 11 mandates. Imprinted materials to include brochures and bags will be used to promote the program.



**SOSFY 2010
Proposed Budget Summary**

Item	2yr Total	First Year Total	Second Year Total	COPS-SOS 50%	EPPD Cash Match 50%
Personnel/Budget	\$438,051.26	\$219,025.63	\$219,025.63	\$109,512.82	\$109,512.82
Travel	\$ 12,926.18	\$ 6,463.09	\$ 6,463.09	\$ 3,231.55	\$ 3,231.55
Supplies	\$ 4,899.28	\$ 2,449.64	\$ 2,449.64	\$ 1,224.82	\$ 1,224.82
Equipment/Technology	\$ 3,450.00	\$ 1,725.00	\$ 1,725.00	\$ 862.50	\$ 862.50
Other/Promotional	\$ 7,885.30	\$ 3,942.65	\$ 3,942.65	\$ 1,971.31	\$ 1,971.32
Subtotal	\$467,212.02	\$233,606.01	\$233,606.01	\$116,803.00	\$116,803.01